

DEPARTMENT OF SOCIAL SERVICES
“ANTICIPATED” JOB OPPORTUNITIES (2)

SOCIAL SERVICES INVESTIGATOR
Resources and Child Support Units

Posting Date: August 21, 2006

Closing Date: September 1, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Bargaining Unit: Social and Human Services (P-2)

Salary Ranges:	Social Services Investigator (SSI)	\$43,880 - \$55,020 Annually (SH 19)
	Connecticut Careers Trainee (CCT)	\$36,167 - \$48,010 Annually (SH 15)
	Social Services Trainee (SST)	\$34,514 - \$44,031 Annually (SH 14)

Locations: Southern Region (New Haven/Middletown/Norwich)

Job Responsibilities:

Performs investigations to determine financial resources and means of support such as assets and income; determines value of real and personal property; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required. Various other duties as required in conjunction with Statutory Mandate: CGS 17b-7a.

CHILD SUPPORT UNIT:

Secures acknowledgements of paternity or participates in legal proceedings to establish paternity; meets with absent parents and their attorneys in an attempt to negotiate amount of support; secures agreements to support or participates in legal proceedings to establish child and medical support; performs account reviews in accordance with Walters vs. Ginsberg consent decree; audits employer wage withholding for compliance with Beasley vs. Ginsberg lawsuit requirements.

RESOURCES UNIT:

Prepares and executes Assignment of Interest in claims, estates and other assets; interacts with Client Child Support Investigation Unit; evaluates need and estimated cost of property repairs; reviews funeral expenses and recommends disposition.

Experience And Training Requirements:

General Experience:

Five (5) years experience in the investigation of real and personal assets, or determination of client eligibility for public assistance.

Substitution Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2) A Master's degree in a related area may be substituted for the General Experience.
- 3) Two (2) years experience providing Social Services to individuals or families in need, or performing basic technical or complex clerical duties, which would lead to the acquisition of the knowledge, skills and abilities outlined above.
- 4) Two (2) years as a Social Services Trainee may be substituted for the General Experience.

Preferred Skills and Ability: Bachelor's Degree in a related field may be required for Connecticut Careers Trainee.

Special Requirements: Connecticut Driver's License required. Incumbents in this class are required to travel.

Eligibility Requirements:

Candidates applying for the "SSI" target level class must be eligible and on the current certification list promulgated by the State of Connecticut's Department of Administrative Services for this classification. State employees currently holding the above title or who have previously attained permanent status in this job classification may apply for lateral transfer. **These positions will be filled in accordance with all applicable State Reemployment, SEBAC, Transfer, Merit Promotional and Certification Rules.**

Special Experience: Lateral Transfers must have at least one-year of experience in either the Child Support or the Resources Units.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should forward a completed "Original" State of Connecticut Application for Examination or Employment (Form PLD-1) indicating both the position and location for which the candidate is applying and Mail or Fax directly to:

**Department of Social Services
Southern Region - Human Resources Division
194 Bassett Street, New Haven, CT 06511
FAX (203) 789-6858
Attn: Ms. Lori-Anne Hilliard, Personnel Assistant.**

The Form PLD-1 Application for Examination and Employment may be obtained on the Department of Administrative Services website at: <http://www.das.state.ct.us/exam>.

NOTE: The Department of Social Services thanks all applicants but because we anticipate a large number of applicants for these positions it will only be possible for us to contact those applicants who are selected for interviews.

Applications must be received no later than September 1, 2006, close of business.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER